

**ASSISTANT PLANNER
ASSOCIATE PLANNER**

DEFINITION

To perform professional level work in the field of current or advanced planning; to conduct special projects and research as assigned; and to prepare reports and recommendations relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Assistant Planner: This is the entry level class in the Planner series. This class is distinguished from the Associate Planner by the performance of the more routine professional tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the Associate level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Associate Planner: This is the full journey level class within the Planner series. This class is distinguished from the Assistant Planner by the assignment of the full range of professional duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant level.

SUPERVISION RECEIVED AND EXERCISED

Assistant Planner

Receives general supervision from the Principal Planner.

Associate Planner

Receives direction from the Principal Planner.

May exercise technical supervision over clerical staff.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Perform professional level work in the field of current and/or advanced planning, zoning and design review.

Gather and maintain demographic data and other related statistics.

Research, analyze, and interpret social, economic, population and land use data and trends.

Compile information and make recommendations on special studies; prepare technical and complex reports.

Prepare and deliver presentations to the City Council, Planning Commission, developers, community groups and outside agencies.

Review development proposals and other requests made to the Community Development Department for conformance with appropriate regulations; prepare reports of recommendations.

Check commercial, industrial and residential development plans for issuance of zone clearance; process permit applications.

Confer with and advise architects, builders, attorneys, contractors, engineers, and the general public regarding city development policies and standards.

Perform code enforcement duties; perform inspections and related field work.

Prepare staff reports and graphic displays.

Research and draft ordinances for review.

Perform related duties as assigned.

QUALIFICATIONS

Assistant Planner

Knowledge of:

Principles and practices of planning.

Research and investigation procedures.

Drafting and graphic presentations.

Statistical and research methods as applied to the collection, analysis and presentation of planning data.

Ability to:

Demonstrate tact and diplomacy with the public.

Prepare reports and graphic presentations.

Prepare accurate display maps, plans, charts and tables.

Increase knowledge of applicable environmental laws and regulations.

Analyze and compile technical and statistical information and prepare reports.

Use basic word processing equipment and/or computer and related applicable software.

Establish and maintain effective work relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No directly related professional experience is required but internship experience is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning or a closely related field.

Associate Planner

In addition to the qualifications for Assistant Planner:

Knowledge of:

Applicable, federal, state and local laws and regulations.

Current literature, information sources, and research techniques in the field of planning.

Ability to:

Perform technical research and give reliable advice on planning problems.

Interpret planning and zoning programs to the general public.

Interpret and explain statistical analysis applied to land use, transportation, communications and public utility systems.

Interpret and explain laws underlying general plans, zoning and land divisions.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible professional planning experience similar to the Assistant Planner in the City of Rocklin.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning or a closely related field.